Home Address • City, State Zip • youremail@email.com • phone number

**Education**

High School Name City, State Graduation Date
Include GPA, (may include SAT/ACT scores,) include academic honors colleges want to know Accolade 1, Accolade 2, Accomplishment 1, Accomplishment 2

**Leadership**

* Organization, Role Month Year – Month Year
* Organization, Role Month Year – Month Year
* Organization, Role Month Year – Month Year

**Activities**

**Organization Name** 1

Position Title <Activity Club> Month Year – Month Year

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
* Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
* Quantify where possible.
* Do not use personal pronouns; each line should be a phrase rather than a full sentence.

**Organization Name** 2

Position Title <Activity Club> Month Year – Month Year

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
* Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
* Quantify where possible.
* Do not use personal pronouns; each line should be a phrase rather than a full sentence.

**Charity /Volunteerism**

**Volunteer Entity Name 1**

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
* This section can be formatted similarly to the Activity section, or you can omit descriptions for activities.
If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

**Volunteer Entity Name 2**

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
* This section can be formatted similarly to the Activity section, or you can omit descriptions for activities.
* If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

**Work Experience**

**Employment Entity Name 1**

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
* This section can be formatted similarly to the Activity section, or you can omit descriptions for activities.

**Employment Entity Name 2**

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
* This section can be formatted similarly to the Activity section, or you can omit descriptions for activities.

**Skills & Interests** [Note: Optional]

* Technical: List computer software and programming languages and your level of fluency
Language: List foreign languages and your level of fluency
Laboratory: List scientific / research lab techniques or tools [If Applicable]
Interests: List activities you enjoy that may spark interest